

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SECRETARY II
CITY: SAN FRANCISCO, CA
JOB REQUISITION: 2470

OVERVIEW

Under supervision from the Support Services Supervisor, the Secretary II will independently perform the full range of secretarial duties for assigned Attorneys in the Office of the General Counsel.

DEPARTMENT STATEMENT

The Office of the General Counsel of the Administrative Office of the Courts (AOC) provides quality, timely, and ethical legal advice and services to the Chief Justice, the Judicial Council and its committees and task forces, the AOC, and the courts. The office has two major functions: (1) house counsel and (2) rules and projects.

RESPONSIBILITIES

- Providing administrative and clerical support to a team of attorneys on a daily basis;
- Producing and proofreading a variety of legal and non-legal documents, such as legal opinions, rules of court, correspondence, reports, and memos, using word processing, graphics, and spreadsheet applications;
- Creating, maintaining, and updating files and records under general direction;
- Receiving and responding to telephone inquiries;
- Performing all necessary secretarial duties, including filing, copying, and attorney calendaring;
- Scheduling and following up on meeting arrangements, including but not limited to making travel reservations, hotel accommodations, and other meeting requirements;
- Attending meetings to take and transcribe minutes;
- Providing back-up assistance to receptionist and other support staff; and
- Performing other duties as assigned.

QUALIFICATIONS

MINIMUM EDUCATION AND EXPERIENCE

Equivalent to graduation from high school and two years of secretarial experience.

OR

One year as a Secretary I with the judicial branch.

In addition, desirable qualification include:

advanced proficiency in the following software applications - MSWord; spreadsheet applications (preferably Excel); graphics applications (PowerPoint); and Microsoft Access; file management and organization skills; strong communication skills; experience in taking and transcribing minutes of meetings; and a typing speed of 65 wpm or higher.

Knowledge of legal terminology and legal resources is highly desirable.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. This position requires the submission of our official application and response to the supplemental questions attached.

To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support (Meet/Conf.Svc)", and search for Job Req. #2470, Secretary II.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$3,425 - \$4,164
(Starting salary will vary between \$3,425- \$3,768)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
SECRETARY II
(Req. #2470)**

1. Describe your experience prioritizing work (e.g., when given multiple assignments that have the same deadline).
2. Describe your experience working on a team in order to complete a project (e.g., a large or time-sensitive assignment).
3. Describe your experience, if any, using tables, track changes, mail merge, and styles in Microsoft Word 2000 and/or 2003.
4. Describe your experience utilizing software for tasks such as spreadsheets, presentations, shared calendars, and/or database management.
5. Describe your knowledge, if any, regarding legal terminology and legal resources.